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ORD #4074-71

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Procedures for Processing Employee Inventions

The procedures for processing employee inventions have been revised. The new procedures to be followed are as follows:

- a. The Office of Logistics (OL) has established a fund for payment of preliminary searches for employee inventions which the Patents Board has determined to be of actual or potential benefit to the Agency. (It is estimated that the total cost of such searches, based on a \$150 fee per search, will not exceed \$4,500 yearly.)
- b. The inventor's Record of Invention will be forwarded to the Patents Board via the appropriate Division/Office and Directorate concerned for appropriate endorsement and forwarding the Record to the Patents Board. The endorsement will contain an evaluation of the anticipated benefit of the invention to the Government and a recommendation as to whether or not a patent should be applied for and the estimated degree of urgency.
- c. The Patents Board will make a further evaluation as to Government interest and will make appropriate recommendations, including a statement as to the desirability of conducting a preliminary search. Where it is determined that such Government interest to acquire either patent or licensing rights exists, the Record of Invention will be forwarded to OL for the conduct of a preliminary search. Where it is determined that no such interest exists, the Record of Invention will be returned to the inventor. OL will pay for this search. Cleared attorneys in private practice may be used for this purpose. In the event preliminary search indicates that the invention is patentable, the Division/Office and Directorate concerned will be so advised and will assume further costs if the decision is made to proceed with the patent prosecution. These expenses will include the cost of application preparation, filing and issuance fees, and other appropriate costs.

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John W. Coffey
Deputy Director
for Support

cc: D/L
Chmn, CIA Patents Board

GROUP 1
Excluded from automatic
downgrading and
declassification

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